

BANKOH BUSINESS CONNECTIONS

QUICK REFERENCE GUIDE

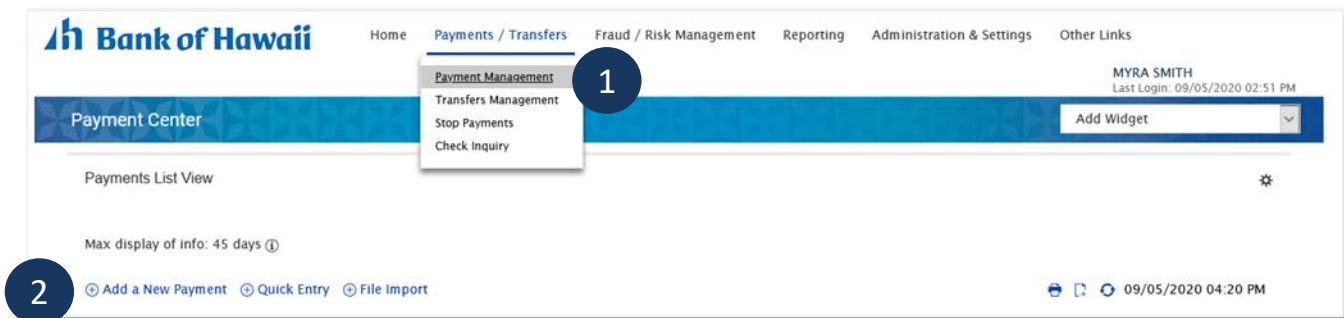
Federal Tax Wire Payments

Wire - Federal Tax

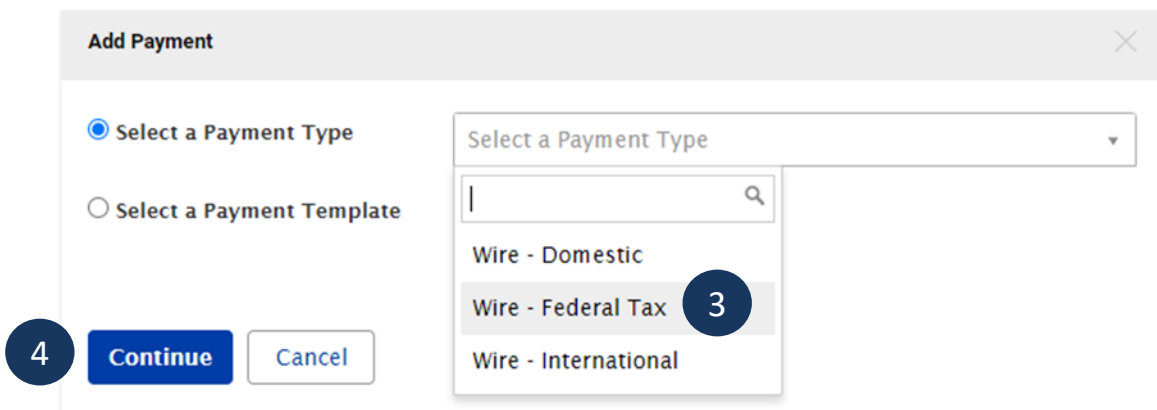
A federal tax wire payment is an electronic tax payment to the federal government (IRS).

Creating a Federal Tax Wire Payment

1. From **Payments/Transfers**, select **Payment Management** which will take you to the **Payment Center**.
2. Click **Add a New Payment**.



3. From the **Add Payment** modal, select **Wire - Federal Tax** from Select a **Payment Type**.



4. Click **Continue**.
5. Enter payment information on the New Wire - Federal Tax Payment page.

5 ← New Wire - Federal Tax Payment Payment Total
0.00

6 Debit Account

* Account Number

Comments

Information in the Comments Field is stored with the transaction, but not forwarded with the payment.

7 Tax Payer Information

* Tax Type Code

9 Digit EIN (No Hyphens)

* Tax Payer Name Control

* Tax Payer Name

* Tax Year

* Tax Month

Amount & Dates

* Value Date

Transaction Date

8 **0.00** to 1 Beneficiary on 15 Apr 2026

Save this payment as a template for future use ⓘ

6. Debit Account

- **Account Number** - Select an account from the dropdown menu. This field is mandatory.
 - Account Name – Account Name field will display and pre-populate upon selection of the Account Number.

- **Comments** - Information in this field is stored with the transaction but not forwarded with the payment.

7. **Tax Payer Information**

- **Tax Type Code** - Select from the dropdown menu. This field is mandatory.
- **9 Digit EIN** (No Hyphens) - Enter your nine-digit EIN (Employer ID Number).
- **Tax Payer Name Control** - Enter the first four letters of your business name. This field is mandatory.
- **Tax Payer Name** - Enter the tax payer name. This field is mandatory.
- **Tax Year** - Enter the tax year (YY – 2 digits). This field is mandatory.
- **Tax Month** - Options will be based on previous selections. This field is mandatory.
- **Amount & Dates**
 - **Value Date** - The earliest possible Value Date will automatically be selected. You can enter a different Value Date (MM/DD/YYYY) or select a date using the calendar icon. This field is mandatory.
Note: Future dated wires adhere to Bank of Hawaii parameters, which is five business days.
 - **Transaction Date** - The Transaction Date will prepopulate with the Value Date.
 - **Amount Type 1** - Select the type assigned to your first payment amount, for example, Social Security Amount. This field is mandatory.
 - **Amount 1** - Enter the amount of Payment No. 1. This field is mandatory.
 - If necessary, enter Amount Types 2 and 3, and Amounts 2 and 3.

8. **Payment Total Section**

- **Save this payment as a template for future use** – Select checkbox to create a template. The template will be created when the payment is submitted. Templates will not be created if the payment is Saved for Later.
 - **Template Code** - Enter a unique name for the template. The name must be alphanumeric, cannot contain spaces or special characters, and is limited to 35 characters.
 - **Template Description** - Enter a description for the template. The description is limited to 35 characters.
 - **Restrict** - Check Restrict to restrict template to users who are explicitly entitled to it.
- **Save For Later** - Payment information can be saved in **Incomplete** status for modification at a later date.
- **Submit** - Click **Submit** to submit the payment.

9. A message will appear in a green notification bar. A payment must be approved before it is sent to the beneficiary.

10. Based on the User's payment permissions, if the payment requires additional approval, the payment will move into **Entered** status.

11. Click the drop-down icon in the Actions column to **Approve, Delete, Modify** or **Reject** the payment.

12. You can also check the checkbox and click the **Approve, Unapprove, Reject, or Delete**

button.

13. A confirmation message will appear in a green notification bar.

All	Actions	Payment Type	Status	Amount	Value Date	From Account	
<input checked="" type="checkbox"/>	View	Wire - Federal Tax	Entered	280.00	08/17/2020	0089570024	10
<input type="checkbox"/>	View	International	Bank Received	12.00	08/05/2020	0089570024	11
<input type="checkbox"/>	View	Domestic	Approval Window Passed	100.00	08/03/2020	0089570024	
<input type="checkbox"/>	View	Wire - International	Deleted	1.00	08/03/2020	0089570024	
<input type="checkbox"/>	View	Wire - International	Approval Window Passed	10.00	08/03/2020	0089570024	
<input type="checkbox"/>	View	Wire - Domestic	Approval Window Passed	200.00	08/03/2020	0089570024	

Viewing 1-6 of 6 records 12

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Approve Unapprove Reject Delete

Approving a Federal Tax Wire Payment

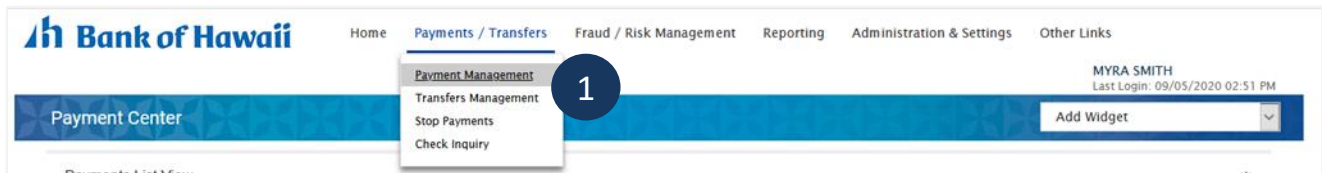
The wire payment approval process is based on payment permissions.

1. As a User, you may have permission to either enter and edit a wire, release a wire, or approve a wire.
2. Your company may require either one or multiple levels of authentication. If two or more levels of authentication are required, the same User may not be able to perform the same level of approval. Not all Users may have approval privileges.
3. User is required to use Token Authentication at wire release; system will prompt the User for additional Authorization Code, also known as your token code.
4. Federal Tax Wire must be approved prior to cut off time of 10:30 HST for same day wire. Once the cut off time is passed, you will not be able to approve the wire any longer.

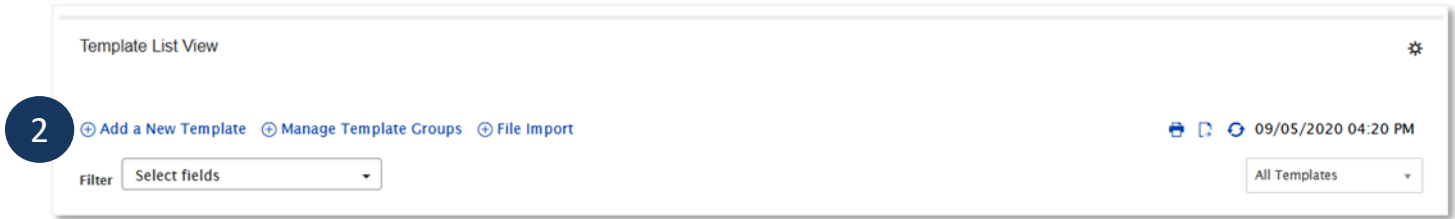
Creating a Federal Tax Wire Template

Templates for federal tax wire payments can also be created and managed to improve payment efficiency.

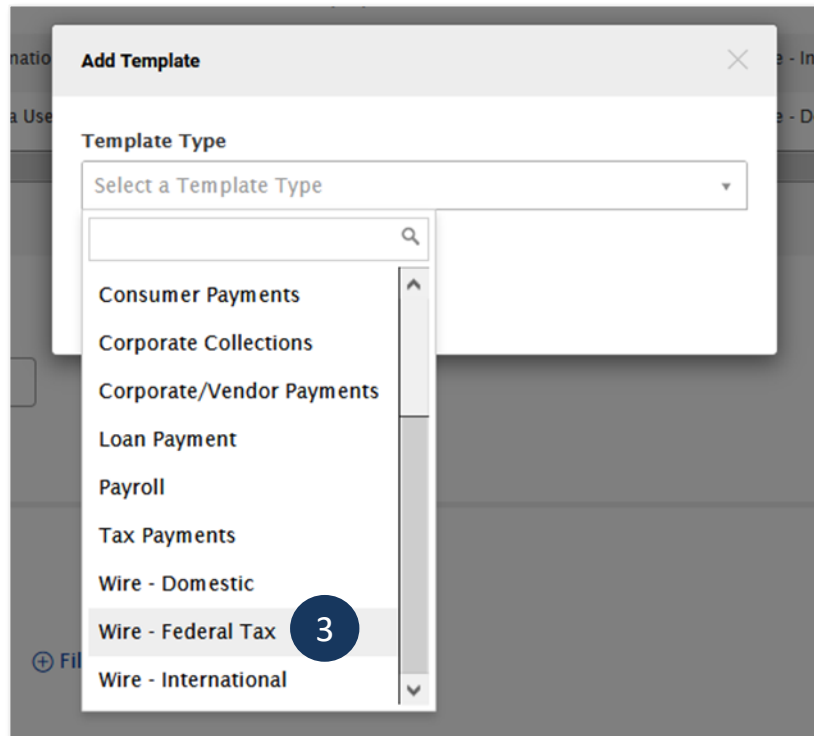
1. From **Payments/Transfers**, select **Payment Management** which will take you to the **Payment Center**.



2. In the **Template List View** widget, click **Add a New Template**.



3. From the **Add Template** modal, select **Wire - Federal Tax** from **Template Type**.



4. Click **Continue**.

5. For details on template creation please refer to the Domestic Wire Payments QRG in the [BBC Resource Center](#).

Payment Status Definitions

Status	Definition
<i>Entered</i>	Entered without errors, ready for approval workflow. Can be modified, deleted or rejected.
<i>Incomplete</i>	Saved in an incomplete status, for later completion. Not available for workflow. Can be modified or deleted.
<i>Needs Repair</i>	Needs repair, usually due to an error in a file import validation.
<i>Incomplete Approval</i>	Currently in approval workflow. Not available for modification or deletion.
<i>High Value</i>	Requires secondary approval for high value payments. Not available for modification or deletion.
<i>Approved</i>	Approval workflow complete. Not available for modification or deletion. Ready for extraction to back office.
<i>Approver Rejected</i>	Rejected by approver. Not available for workflow. Can be modified or deleted.
<i>Deleted</i>	Deleted. Not available for workflow or modification.
<i>Import In Process</i>	Payments currently being imported are set to this temporary status and cannot be modified, deleted or approved.
<i>Export In Process</i>	Payments currently being extracted are set to this temporary status and cannot be modified, deleted or approved.
<i>Needs Rate</i>	Needs an online rate. Available for trading and unapproved status, but cannot be modified or deleted.
<i>Released</i>	Released to the back office. Not available for deletion, modification or rejection.
<i>Bank Received</i>	Received by the back office. Not available for deletion or modification.
<i>Bank Confirmed</i>	Confirmed by the back office. Not available for deletion or modification.
<i>Rejected</i>	Rejected by the back office. Not available for workflow, deletion, or modification.

FAQ - Frequently asked questions

Q: *Where can I obtain information about the different Tax Type Codes?*

A: Refer to the IRS.gov website.

Contact information

For more information, contact Cash Management Services at the following:

Hawaii: (808) 694-8021

Toll-free: (877) 232-0118

Guam: (671) 479-3629 or (671) 479-3633

Email: cmsrequest@boh.com